

EMBASSY OF THE UNITED STATES OF AMERICA
Bangui, Central African Republic

VACANCY ANNOUNCEMENT

NUMBER: APER 003/11

DATE: JUNE 29, 2011

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: Expeditor/Driver
OPENING DATE: July 1, 2011
CLOSING DATE: July 14, 2011
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: *Ordinarily Resident: CFA 4,781,655 p.a (starting Base salary)
Position Grade: FSN-06

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of Expediter in the General Services Office (GSO).

BASIC FUNCTION OF POSITION:

Incumbent serves in the General Service Office under the supervision of the GSO. Expedites arrival and departure of official personnel including TDY visitors. Maintains Arrivals and Departures list. Backs up the Travel/Transportation Assistant in the absence of the incumbent. When not occupied with these duties, acts as a chauffeur.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:**

Completion of secondary school required - (US High School or French system Brevet plus two additional years' study.)

2. **REQUIRED WORK EXPERIENCE:**

Experience as a logistician or expeditor minimum one year.

3. **REQUIRED LANGUAGES:**

Level III English required (for communication with Anglophone travelers)

Level III French required (to speak with officials and write routine official correspondence)

Level III Sango (to deal effectively with lower level authorities in airport, immigration, and police/gendarmes.)

4. REQUIRED JOB KNOWLEDGE:

Must have knowledge of Bangui and the surrounding geographic area and familiarly with all local traffic laws. Conversant with airport, immigration, customs, ministry of foreign affairs operations in CAR.

5. REQUIRED TECHNICAL KNOWLEDGE:

Excellent people skills, persuasiveness, and tact. Ability to develop and maintain contacts both at the Director of the Airport level and with military, police and immigration agents. Excellent organizational skills. Demonstrated ability to organize work with little supervisory involvement. Intermediate level skills with computers, including familiarity with spreadsheet software and word processing, and ability to search on the Internet. Ability, to learn to utilize USG software such as eCC and ILMS. Must have valid CAR driver's license. Must be able to stand for hours at a time and work long hours at a time, including nights and weekends.

SELECTION PROCESS:

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

TO APPLY:

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Management Officer
American Embassy Bangui
P.O. Box 924
Bangui, CAR
Attention: Warren Nixon

DEFINITIONS:

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Warren Nixon
Management Officer